

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 16 November 1955

FROM : Chief, Plans and Policy Staff (Acting)

SUBJECT: Weekly Activity Report No. 45
2 - 8 November 1955

I. SIGNIFICANT ITEMS

None.

II. OTHER ITEMS

A. Projects Underway

1. Revision of CIA [] into one regulation (Comments on final draft received from Staff; revision underway). 25X1A
2. Revision of CIA [] (Draft for internal coordination completed). 25X1A
3. OTR Regulation establishing a Speaker Index (Circulating for final coordination).
4. OTR Regulation on the release of training materials to other components (Circulating for final coordination).
5. Revised procedures for securing annual training estimates from all components.
6. Support Planning Guide for Training Section, Support Annex to the Country Appendix, CS Cold War Plan.
7. Review of scheduling plan and pre-requisites to all courses listed in OTR Catalog of Courses.
8. OTR Regulation concerning the distribution of published student reading materials.

25X1

~~SECRET~~

~~CONFIDENTIAL~~

25X1A

B. Follow-up on DD/I Component Briefings

[] has instituted a systematic follow-up on training questions raised in the several DD/I component briefings of OTR. School Chiefs have participated in the discussions. Principal discussions have been held with OCI and OSI.

C. DD/I Component Briefings of OTR

The next briefing will be held on 17 November at 0900, by the Office of Basic Intelligence, in Room 1331 (A&E), R&S Building. The Office of National Estimates will hold its briefing on 8 December, 1100, in Room 115, Administration Building (formerly South Building). Mr. Sherman Kent will preside.

D. New Building Requirements

OTR representative on the DD/S Building Committee:

1. conferred with the Chairman concerning OTR requirements for conference room type space—no space lost.
2. Conferred with instructors concerning space requirements in EOD center.

E. Cold War Support Planning with Area Divisions

The first of a series of meetings between OTR and the area divisions was held with W/E Division on 9 November. These meetings are part of the support planning exercise in which PFS is currently engaged. At the W/E meeting, key division personnel were briefed on the capabilities and limitations of the Office of Training. In addition, information was elicited concerning operations programs and patterns which affected the OTR support function.

F. Clandestine Services Support Committee

A Support Planners meeting was called by Chief, Admin/SE, to discuss with all of the Support Planners (Including the OTR Support Planner) collectively the operational programs and patterns of SE Division. Discussion at this meeting was general and opened the way for subsequent meetings with the Support Planners individually to discuss their specific problems. The OTR meeting with SE Division has already been arranged.

G. Review of Country Plans

PFS has completed their review of the W/E Country Plans for FY 1957 (revised) and FY 1958 (initial). This is the first of the

~~SECRET~~

~~CONFIDENTIAL~~

~~SECRET~~

~~CONFIDENTIAL~~

Country Plans to be submitted for review and comment. Generally speaking, little or no change in W/E requirements for training support for FY 1957 and 1958 were reflected in the plans. SR Country Plans are currently being circulated for comment and review.

H. Reports and Publications Branch

1. The Chief, R&P Branch, has finished the first draft of the text for the Five-Year Presentation. He has delivered to Graphic Aids final information on a number of the charts and graphs.

2. The Chief, PP Operations Staff, has returned the copy of "Clandestine Publications" submitted to him for review and comment. Although he recommends publication, the sweeping changes in revision suggested demand rewriting the manuscript to produce a manual different in concept from the original.

III. PERSONNEL

25X1A

A. [] will attend the Operations Familiarization Course beginning 14 November.

25X1A

B. [] is on a temporary assignment abroad.

25X1A



~~SECRET~~

~~CONFIDENTIAL~~